



Alaska Air National Guard  
Active Guard Reserve (AGR)  
**Position Announcement #**  
**AKANG 15-06**



<http://dmva.alaska.gov/employment.htm>

<b>POSITION TITLE:</b> <b>Special Mission Aviation Craftsman</b>	<b>AFSC:</b> <b>1A971</b>	<b>OPEN DATE:</b> <b>7 OCTOBER 2014</b>	<b>CLOSE DATE:</b> <b>26 OCTOBER 2014</b>
<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> <b>210<sup>th</sup> Rescue Squadron, Joint Base Elmendorf Richardson, Alaska</b>		<b>GRADE REQUIREMENT:</b> <b>Minimum: E5 (promotion eligible to E6) Maximum: E6</b>	
<b>SELECTING SUPERVISOR:</b> <b>CMSgt Howell</b>	<b>VACANCY:</b> <b>0887199</b>	<b>PHYSICAL PROFILE:</b> <b>PULHES – 111121</b>	

**AREAS OF CONSIDERATION**

**Area 1** On Board AKANG AGR (**MUST HOLD ADVERTISED AFSC**)

**Area 2** Alaska Air National Guard members (**MUST HOLD ADVERTISED AFSC**)

*\*All applicants MUST meet the grade requirement and physical/medical requirements outlined\**

**MAJOR DUTIES MAY INCLUDE**

- Perform aircraft visual inspections and in-flight duties. Operate and monitor engine and aircraft systems controls, panels, indicators and devices
- Supervise cargo/passenger loading and offloading activities. Determine cargo placement and restraint requirements and direct and check the placement of restraint equipment
- Compute aircraft weight and balance and perform functions including airdrop of personnel and equipment/cargo
- Inspect, operate, and secure armament systems and subsystems. Operate airborne weapons systems by employing combat procedures and tactics
- Accomplish pre-flight inspection of the aircraft, guns, defensive systems, cargo/airdrop systems, aerospace ground equipment and related aircraft equipment according to flight manual procedures. Accomplish load planning of cargo/passenger loads and reviews load plan and cargo documentation
- Maintain aircraft forms and records during flight and while aircraft is away from home station
- Operate aircraft radio systems, airborne weapons systems and associated equipment
- Use night vision goggles (NVG) to perform scanner duties in relation to particular aircraft type and mission
- Operate aircraft systems, auxiliary, and rescue equipment as dictated by mission requirements
- Assist and coordinate with other positions to ensure safe employment of weapons, defensive systems, hoist, and related equipment
- Maintain munitions account or sub-account and forecasts for ammunition requirements to include flares and all calibers of ammunition
- Position and manage ammunition and weapon systems to ensure maximum economy of force
- Perform non-scheduled aircraft maintenance and pre-flight, through-flight, and post-flight inspections of aircraft away from home station
- Service aircraft with fuel, oil, and hydraulic fluid, as required. Compute and apply aircraft weight, balance, and performance data manually or electronically
- Determine and verify passenger, cargo, fuel, and emergency and special equipment distribution and weight. Compute takeoff, climb, cruise, and landing data
- Determine engine fuel consumption using airspeed, atmospheric data, charts, computer, or electronic calculator
- Record actual aircraft performance data. Supervise cargo/passenger loading and off-loading operation
- Perform in-flight maintenance of airborne weapons systems and associated equipment
- Apply quick and decisive actions to restore malfunctioning systems to operational condition
- Conduct thorough airborne analysis/evaluation of weapons, defensive systems and associated equipment. Documents all armament malfunctions and discrepancies
- Receive and sign receipts for and stows in-flight meals. Ensure availability of fleet service equipment and passenger comfort items
- Operate and monitor engine and aircraft systems controls and indicators
- Assist pilot or performs engine starts, and monitors run-up, flight operations, and engine shutdown. Operate engine controls to provide desired efficiency and economy
- Regulate aircraft systems such as electric, communication, navigation, hydraulic, pneumatic, fuel, air conditioning and pressurization, ventilation, auxiliary power unit, and lubrication systems
- Observe warning indicators and light for fire, overheat, depressurization, and system failure. Report abnormal conditions to pilot, and recommends corrective action
- Apply quick and decisive actions to restore malfunctioning systems to operational condition. Perform duties as gunner, hoist operator, and cargo sling operator
- Perform in-flight maintenance of airborne weapons systems and associated equipment
- Conduct thorough airborne analysis/evaluation of weapons, defensive systems and associated equipment
- Ensure availability of fleet service equipment and passenger comfort items. Receive and sign receipts for and stows in-flight meals
- Compute and complete aircraft weight and balance documentation either manually or electronically
- Adhere to flying, weapon, and explosive safety standards and conduct in-flight and ground training in all facets of aircrew duties, airborne guns, defensive systems, and related equipment
- Visually monitor aircraft clearances (interior and exterior), identifies proximal threats to the aircraft and initiates corrective actions (aircraft scanning)
- Plan and organize Special Missions Aviation activities
- Organize standardization, qualification, and other requirements of in-flight logs and reports, and records for accuracy, completeness, format, and compliance with current directives
- Accomplish in-flight checks according to flight manual procedures. Establish standards governing safety, work methods, and procedures
- Complete required aircraft forms documentation and border clearance requirements
- Direct standardization of Special Missions Aviation performance in conjunction with aircraft performance engineering, engine conditioning, and preventive maintenance programs
- Ensure conformance with prescribed aircrew procedures. Provide resources, equipment, directives, and technical information appropriate to the mission and assigned aircraft
- Evaluate operational efficiency of aircrews and systems. Analyze trends affecting aircrew performance and takes necessary action
- Coordinate with other agencies and organizations to conduct special operations enlisted aviation activities. Direct Special Missions Aviation (SMA) activities
- Administer qualification flight to personnel engaged in SMA activities within flight test and operations organizations
- Direct standardization of SMA performance in conjunction with aircraft performance engineering, engine conditioning, and preventive maintenance programs. Ensure conformance with prescribed aircrew procedures. Inspect and evaluate Special Missions Aviation activities
- Evaluate individual and group performance in terms of effectiveness and qualification in using equipment and materials
- Interpret and discusses evaluation findings, and recommends action to correct deficiencies
- Perform technical Special Missions Aviation functions. Resolve technical problems encountered by operating units
- Render advice and technical assistance to agencies engaged in functions associated with SMA activities
- Advise organizational commander or staff agencies on status of SMA activities and adequacy of equipment. Maintain qualification in aircraft
- Airdrop qualified only: conducts cargo and personnel airdrops according to directives
- Attach extraction parachutes to cargo and platforms. Inspect cargo and platforms, extraction systems and connects static lines
- Check tie downs, parachutes, containers, suspension systems, and extraction systems to ensure proper cargo extraction or release
- Operate aircraft airdrop systems and supervises cargo and paratroopers exiting the aircraft
- Perform additional duties as assigned

**\*See page 3 for Initial Eligibility, Preferred Qualifications and All Required Documents for Considerations\***

# !!! IMPORTANT NOTICE!!!

**Applications will be screened AFTER the job closing date, not prior. Please review your application for accuracy prior to and compliance prior to submission to JFHQ-AK/HRO.**

**\*\* SUBMIT YOUR PACKAGE AS EARLY AS POSSIBLE, DON'T WAIT UNTIL THE CLOSE DATE TO SUBMIT\*\***

**Application packages will not be accepted after the advertised Close Date.**

**It is extremely important to follow the application instructions contained in the job announcement.**

## IMPORTANT NOTES:

Due to the volume of application packages received, packages received within 4 duty days of the close date listed on the announcement will be reviewed for qualification / disqualification only. Any missing requirements will result in disqualification. Submittal of any missing requirements after the close date will NOT be accepted. Questions pertaining to application requirements should be referred to JFHQ-AK/HRO. Only JFHQ-AK/HRO will determine qualification/disqualification.

Pen/ink changes to any source document, i.e. Report on Individual Personnel (RIP), Evaluations could result in disapproval.

It is the applicant's responsibility to ensure the submitted MPF Personnel RIP is in order prior to application submittal. This includes but not limited to, verifying Duty History, AFSC, Service Dates and ensuring overdue TDY codes are cleared.

## APPLICATION REMINDERS:

All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applications must be complete upon initial receipt, in 1 single PDF package with *NO* blank pages emailed to [AKNG-Apply@mail.mil](mailto:AKNG-Apply@mail.mil), please refer to FAQs below to assist further.

Safe Access File Exchange (SAFE) is designed to provide [AMRDEC](https://safe.amrdec.army.mil) and its customers an alternative way to send files other than email. SAFE supports file sizes up to **2GB**. (<https://safe.amrdec.army.mil>)

Alaska National Guard Human Resources Office will notify candidates whose application is not complete and/or disqualified via the email address provided on the resume.

## FREQUENTLY ASKED QUESTIONS (FAQ):

**Q:** How do I create one PDF file when some documents have electronic signatures?

**A:** Print all documents and scan as one document. Ensure that blank pages are no included in final PDF prior to sending to application.

**Q:** If I feel I am qualified for a vacancy, but do not have all required criteria in the advertisement, will I be considered for the position?

**A:** No. HRO contains criteria and application procedures unique to a specific position. Criteria vary with each advertised position; however, all positions require eligibility for AKANG membership, certain experience and grade requirements. Do not submit a package unless all requirements are met.

**Q:** If I want to apply for more than one position, can I send one package for all?

**A:** No. Separate packages are required for each position.

**Q:** What does "Immediately promotable" mean?

**A:** Immediately promotable means that all requirements; Current Rank, Time in Grade, Time in Service, PME, etc. have been completed for advancement to the next higher grade. Refer to ANGI 36-2502 for Airman, ANGI 36-2504 for officers.

**Q:** May I find out who or how many others applied for the position?

**A:** No. We will not release any information on any applicant.

**Q:** How do I pull my vMPF RIP?

**A:** Log into the AF Portal. Select "virtual MPF" under Top Links (left hand side of home page). Click on "Record Review/Update" (lower left corner). Click on "View/Print All Pages".

**Q:** Do I need to submit an AF Form 422 with PULHES?

**A:** Yes. An AF Form 422 must be submitted with ALL applications. If an AF Form 422 is not available for some reason, a World Wide Duty Statement can be in replacement of your AF Form 422.

**Q:** How will I be notified if I am selected?

**A:** Official notifications will be made from the selecting supervisor. All notifications are accomplished via email or telephone to the addresses or phone numbers you provided. Do not take any action that will obligate you or the government on the assumption that you will be selected. This includes selling your home, quitting your job, etc. You are not considered "hired" until you have published orders in hand.

**Q:** How long would my AGR tour be?

**A:** As appropriate, members will be advised of the tour length when/if selected for a position prior to acceptance.

## INITIAL ELIGIBILITY CRITERIA

- SECURITY CLEARANCE – **Secret (eligible to obtain)**
- APTITUDE REQUIREMENT – GENERAL – 57 **OR** MECHANICAL – 60
- **Eligible for promotion to E6: Must have completed 6 years TIS and 24 months TIG**
- STRENGTH APTITUDE - Demonstrated by Weight Lift of 70 lbs
- Physical qualification for aircrew duty according to AFI 48-123, Medical Examinations and Standard, Class III medical standards
- Normal depth perception as defined in AFI 48-123
- Qualification for aviation service according to AFI 11-402, Aviation and Parachutist Service, Aeronautical Ratings and Badges
- Height must not be less than 64 inches or more than 77 inches as defined in AFI 48-123
- AFSC is not open to non-United States Citizens. AFSC is open to United States nationals
- Must maintain eligibility to deploy and mobilize worldwide
- **Due to the limited personnel available to hold the 11AF RCC rescue alert, applicant must be available for immediate employment and ready for duty in the Alaska Air National Guard within 1 month of selection**
- Upon selection, approval of Exceptional Family Member Program is Required for members with dependants

## PREFERRED QUALIFICATIONS

- Knowledge is mandatory of: electrical, communication, navigation, mechanical, hydraulic, and pneumatic systems applying to aircraft and related systems; flight theory; minor in-flight maintenance; personal equipment and oxygen use; aircraft emergency procedures; using and interpreting diagrams, schematics, aircraft performance charts, loading charts, technical publications and flight manuals; types, capacities, and configuration of transport aircraft; communications; current flying directives; interpreting diagrams, loading charts, and technical publications; cargo restraint techniques; application of electrical, mechanical, and hydraulic principles applying to airborne weapons and allied equipment, components, and systems; employment and care of ammunition and ammunition systems; principles of weapons employment and ballistic factors; weapon malfunction analysis and repair; and explosives safety
- Experience managing and directing Special Missions Aviation functions and activities
- 300 plus flying hours as aircrew member in Alaska
- Experience in squadron level scheduling, training, supply, mobility, COMSEC, and tactics
- Prior deployment experience in support of OIF/OEF

## INSTRUCTIONS FOR APPLICANTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status	An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. <u>Application Package will not be forwarded without statement</u>
AGRs must have 12 months in assigned position or will not be considered for reassignment. <i>IAW ANGI 36-101. Airmen should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard.</i>		
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered..."	If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee	Any further questions regarding the AGR program may be answered in ANGI 36-101

## APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to [AKNG-Apply@mail.mil](mailto:AKNG-Apply@mail.mil). Hard copy applications will **NOT** be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. **Per ANGI 36-101, the application package must include at minimum the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness.** *Items 1-11 are required by the Human Resource Office to determine initial qualifications.* If the required documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

1. NGB Form 34-1 (Application Form for Active Guard/Reserve (AGR) Position **dated 20131111** (Available on <http://dmva.alaska.gov/employment.htm>)
2. CURRENT Records Review RIP (available on vMPF (<http://www.afpc.randolph.af.mil/vs>))
3. CURRENT PASSING Report of Individual Fitness (from Air Force Fitness Management Systems (AFFMS))
4. CURRENT AF Form 422 Notification of Air Force Member's Qualification Status (from clinic within 6 months)
5. Cover Letter & Resume (OPTIONAL)
6. Submit Current AF Form 8 (Must clearly document "Crew Position" MF/IF/EF in A19X1 AFSC)
7. Statement confirming applicant meets All Initial Eligibility Requirements (Available on <http://dmva.alaska.gov/employment.htm>)
8. Signed Statement of Administrative demotion (If applicable) (Available on <http://dmva.alaska.gov/employment.htm>)
9. Last 3 Enlisted Performance Evaluations (If applicable)
10. CURRENT AGR/Mobility/ADSW Orders (If applicable)
11. Copies of ALL DD Form 214's showing all prior service
12. Letters of Recommendation will be accepted

### EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into **ONE** single PDF file with **NO** blank pages.

PDF File Name should be: (Position Announcement Number) Last name, First name, Grade (Example: **ANG 15-06 Doe, Jane E1**)

Email Subject should be: (Position Announcement Number) (Example: **ANG 15-06**)

Email Application Package to [AKNG-Apply@mail.mil](mailto:AKNG-Apply@mail.mil)

### QUESTIONS:

To verify receipt of application, you may call 907-428-6452 (DSN 317-384-4452)

## REMARKS

Federal law prohibits the use of government postage for submission of applications.

### THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.